

Announcement of Recruitment FOR SHORT-TERM STAFF POSITIONS *Peace Corps – Azerbaijan*

Work site: in Baku-till late September;

in a distant area (near Baku, Khirdalan or Sumgayit)-from late September till mid-December)

The Peace Corps is a governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for fifty years in more than 135 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people. Peace Corps will welcome a group of 48 new volunteer "trainees" to Azerbaijan in September 2011 for a three-month training period, and is currently recruiting temporary staff to support the trainees during this period.

TEFL Program Assistant ***Start Date: August 2011; End Date: December 2011***

Position Summary: The TEFL (Teaching English as a Foreign Language) Technical Training Assistant supports the TEFL Program Managers in the programmatic and logistical elements of technical training delivery. Responsibilities include: serving as point-of-contact for TEFL Program Managers at the training site; assisting TEFL Program Managers with the design of training content and sessions; identifying resource people and coordinating their participation as directed by TEFL Program Managers; coordination/negotiation with practicum sites; and assisting TEFL Program Managers with the implementation and evaluation of training.

Minimum Qualifications:

- University graduate;
- Background as a teacher or educator is preferred;
- Excellent command of written and spoken Azeri and English;
- Training experience with Americans or in a cross-cultural setting;
- Demonstrated facilitation and training skills; experience in mentoring;
- Excellent cross-cultural and communication skills;
- Analytical skills, organizational skills;
- Communication skills;
- Excellent attention to detail;
- Demonstrated flexibility and ability to work within strict timeframes;
- Good interpersonal skills;
- Ability to relate to people of diverse backgrounds and to communicate effectively with Peace Corps Trainees and Pre-Service Training staff;
- Willingness to live and work in a distant area *(near Baku, Khirdalan or Sumgayit)* for duration of Pre-Service Training;

Application Process

Qualified persons should submit completed application to the Peace Corps office: 2c Hasan Aliyev Street, Baku, Azerbaijan, or via Email: AzJobs@az.peacecorps.gov or Fax: (99412) 596 17 24 Submit the following:

1) **Completed application form** (You may obtain an application form from www.azerweb.com, or obtain one at the Peace Corps office at 2c Hasan Aliyev Street, Baku, Azerbaijan)

2) **CV or Resume**

3) **A detailed written description of how you meet the position's qualifications**

Only short listed candidates will be contacted

Application deadline is June 19, 2011